



# Bylaws of Three Rivers Soccer Association - TRSA

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## **ARTICLE I: MISSION STATEMENT**

- 1.1 The corporation shall be organized as the Three Rivers Soccer Association (TRSA) in affiliation with the Minnesota Youth Soccer Association (MYSA), the Minnesota Soccer Association (MSA), the Men's Amateur Soccer League (MASL) and the Minnesota Women's Soccer League (MWSL). It shall be the governing body for all players, coaches and referees participating in MYSA, MSA, MASL and MWSA activities within the geographical boundaries of the Three Rivers Soccer Association. It shall be governed by a Board of Directors as set forth in this document.
- 1.2 The purpose of this organization is:
  - A. To promote the game of soccer by providing facilities and programming for participation in soccer.
  - B. To train coaches and referees.
  - C. To provide information materials and programs to allow a better understanding of the game by the general public.
  - D. To promote good sportsmanship by players and spectators.
- 1.3 TRSA will attempt to cooperate fully with all other athletic organizations in ISD #728 in order to make the best possible total athletic program for youth.

## **ARTICLE II: ADMINISTRATION OF TRSA**

- 2.1 **TRSA Board of Directors:**
  - A. Directors of the club having voting privileges at regular board meetings:
    - 1. Executive Committee:**
      - a. President.
      - b. Vice President – Travel.
      - c. Vice President – Recreation.
      - d. Secretary.
      - e. Treasurer.

f. Risk Management Director.

**2. Special Needs Directors:**

a. Deputy Travel Director.

b. Coach and Player Development Director – Travel.

c. Communications Director.

d. Purchasing Director.

e. Referee and Playing Rules Director.

f. 4v4 Director (Fall Recreation).

g. Indoor Director.

h. Sites Director.

i. Fundraising Director.

**3, Recreation Directors (only two (2) votes):**

a. Recreation Director U6.

b. Recreation Director U8.

c. Recreation Director U10.

d. Recreation Director U12.

**B. Non-voting Directors:**

**1. Site Coordinators:**

a. Elk River.

b. Otsego.

c. Rogers.

d. Youth Athletic Complex (YAC).

e. Zimmerman.

2.2 TRSA Administrative Assistant:

- A. The TRSA Administrative Assistant shall be appointed by the Executive Committee of the Board of Directors.

**ARTICLE III: DUTIES OF TRSA PERSONNEL.**

3.1 The Board of Directors shall:

- A. Perform duties delegated to it in the Bylaws.
- B. Approve all budgets necessary for the transaction of business.
- C. Make rules and set policy for the conduct of the members of the Corporation and for the use of Corporation property.
- D. Make, alter and amend rules and policies of the Corporation.
- E. Hold regularly scheduled meetings to conduct business of the Corporation.
- F. Have complete jurisdiction over the Corporation's finances and have exclusive power over appropriations.
- G. Manage all the affairs of the Corporation on any and all questions relating thereto when not in conflict with the Articles of Incorporation or the Bylaws.
- H. The Executive Committee:
  - 1. Handles issues that may arise involving members of the board.
  - 2. Can make club decisions on an emergency basis.
  - 3. Deals with issues of a sensitive nature and takes disciplinary action if necessary.
  - 4. Oversees policies and procedures and ensures they are updated and followed.
  - 5. Constitutes the Budget Committee with greater oversight of club financials.
  - 6. Constitutes the Audit Committee.
  - 7. Ex-officio member of all committees that affect respective member position.

### 3.2 Duties of Board Members:

#### A. Duties of the President:

1. All normal duties that would be expected for an organization of this type.
2. Special duties:
  - a. Chairperson of Budget Committee.
  - b. Ex-officio member of all TRSA Standing Committees.

#### B. Duties of the Vice President –Travel:

1. All normal duties that would be expected for an organization of this type
2. Special duties:
  - a. Chairperson of Audit, Fund Raising and Travel Sponsorship Committees.
  - b. Member of Budget and Financial Assistance Committees.

#### C. Duties of the Vice President – Recreation:

1. Administrative Coordination Duties:
  - a. Acts as a liaison between the Recreation League Program and TRSA Board:
    1. Represents the Recreation League Program to the TRSA Board.
    2. Represents the TRSA Board to the Recreation League Program.
  - b. Represents the Recreation League Program on appropriate TRSA Committees:
    1. Recreation League Registration Committee.
    2. Recreation League Program Committee.
    3. Recreation League Clinics and Camps Committee.
    4. Budget Committee (one position).
    5. Committee on Coaching (one position).

6. Publicity Committee (one position).
7. Member of the Financial Assistance Committee.

2. Operational Duties:

- a. Through the Recreation League Program Committee has complete responsibility for the coordination and operation of the Recreation League Program.
- b. Keeps appropriate records for the program.

D. Duties of the Secretary:

1. All normal duties that would be expected for an organization of this type.
2. Special duties:
  - a. Chairperson of Publicity Committee.
  - b. Member of Scholarship and Travel Sponsorship Committees.

E. Duties of the Treasurer:

1. All normal duties that would be expected for an organization of this type.
2. Special duties:
  - a. Publish complete financial updates at each regularly scheduled Board meeting.
  - b. Complete and send in all necessary forms to retain the tax-exempt status of TRSA.
  - c. Chairperson of Financial Assistance Committee.
  - d. Member of Budget, Recreation Registration, Travel Registration and Travel Sponsorship Committees.

F. Duties of the Risk Management Director:

1. Has responsibility to set-up and coordinate the TRSA Risk Management Program:
  - a. Sets up risk management training sessions for coaches.

- b. Monitors all TRSA Programs for risk management violations.
- c. Determines procedures for investigating and handling suspected violation cases.
- d. Makes recommendations to the Board concerning proven violation cases.

2. Ex-officio member of all TRSA Standing Committees.

G. Duties of the Deputy Travel Director:

1. Administrative and coordination duties:

a. Acts as a liaison between the Fall Travel Program and TRSA Board:

- 1. Represents the Fall Travel Program to the TRSA Board.
- 2. Represents the TRSA Board to the Fall Travel Program.

b. Acts as a liaison between the TRSA and MYSA on the District and State levels:

- 1. Represents the TRSA to the MYSA.
- 2. Represents the MYSA to the TRSA.

c. Represents the Fall Program on appropriate TRSA Committees:

- 1. Budget Committee.
- 2. Rules Committee.
- 3. Publicity Committee.
- 4. Committee on Coaching.

2. Operational duties:

- a. Has complete responsibility for the operation of the Fall Travel Program.
- b. Keeps appropriate records for the Fall Travel Program.

H. Duties of the Coach and Player Development Director – Travel:

1. Has responsibility to coordinate TRSA coach and player improvement programs

as outlined in the appropriate contract.

2. Special duties:
    - a. Chairperson of the Committee on Coaching.
    - b. Member of Budget, Recreation League Clinics and Camps, Rules and Travel Program Committees.
- I. Duties of the Communication Director:
1. Administrative and coordination duties:
    - a. Acts as a liaison between the Members and TRSA Board:
      1. Represents the Members to the TRSA Board.
      2. Represents the TRSA Board to the Members.
      3. Primary responsibility for updates to the TRSA website.
      4. Oversees all forms of communication with the public and general membership.
    - b. Represents communication issues on TRSA Committees:
      1. Tournament Committee.
      2. Rules Committee.
      3. Publicity Committee.
      4. Fundraising Committee.
  2. Operational Duties:
    - a. Has responsibility for coordination and operation of Communication.
    - b. Keeps appropriate records for Communication.
- J. Duties of the Purchasing Director:
1. Is responsible for the purchase of ALL materials purchased by, through or in the name of TRSA:
    - a. Solicit and coordinate requests.

- b. Determine the best price for value available.
    - c. Purchase items.
  - 2. Is responsible for the inventory of ALL materials purchased by, through or in the name of TRSA:
    - a. Check in and out items as necessary.
    - b. Keep an up to date inventory of TRSA owned materials.
  - 3. Special duties:
    - a. Member of Audit, Budget and Travel Program Committees.
    - b. Ex-officio member of all TRSA Standing Committees affecting purchasing.
- K. Duties of the Referee and Playing Rules Director:
  - 1. Administrative and coordination duties:
    - a. Acts as a liaison for MYSA and TRSA concerning referee and rules situations:
      - 1. Represents MYSA to the TRSA Board.
      - 2. Represents the TRSA Board to the MYSA.
    - b. Works with MYSA to help obtain referee certification for TRSA personnel.
    - c. Is a member of appropriate TRSA Committees:
      - 1. Chairperson of the Rules Committee.
      - 2. Member of the Travel Program Committee.
    - d. Works with the TRSA Treasurer to work out system for payment of referees.
  - 2. Acts as the Field Coordinator for Travel games:
    - a. Coordinates with District and Travel Directors to modify team schedules.

- b. Coordinates with Sites Director and Site Coordinators as necessary.
- c. Coordinates with Area Recreation Programs as necessary.

3. Operational duties:

- a. Assigns all Travel games to fields.
- b. Assigns referees for all TRSA travel games.

4. Special duties:

- a. Chairperson of the Rules Committee.
- b. Member of Budget, Travel Program and Recreation League Clinic and Camps Committees.

L. Duties of the 4V4 Director (Fall Recreation):

1. Administrative duties:

- a. Set-up the 4V4 Program.
- b. Work with the Site Coordinators to determine field layouts as necessary.
- c. Helps to schedules fields as necessary.
- d. Help Site Coordinators make sure that fields and sites are ready for use.

2. Operational duties:

- a. Has complete responsibility for the operation of the 4V4 Program.
- b. Keeps appropriate records for the 4V4 Program.

M. Duties of an Indoor Program Director:

1. Administrative Coordination Duties:

- a. Acts as a liaison between the Indoor League Program and TRSA Board:
  - 1. Represents the Indoor League Program to the TRSA Board.
  - 2. Represents the TRSA Board to the Indoor League Program.

- b. Represents the Indoor Program on appropriate TRSA Committees:
  - 1. Budget Committee.
  - 2. Publicity Committee.
  - 3. Committee on Coaching.
- 2. Operational Duties:
  - a. Has responsibility for coordination and operation of the Indoor League Program.
  - b. Keeps appropriate records for the program.
- N. Duties of the Sites Director:
  - 1. Administrative Coordination Duties:
    - a. Acts as a liaison between the Site Coordinators and TRSA Board:
      - 1. Represents all the Sites to the TRSA Board.
      - 2. Represents the TRSA Board to all the Sites.
    - b. Works with the Referee and Playing Rules Director and the Site Coordinators to coordinate field use at the Site.
  - 2. Represents all the Sites on appropriate TRSA Committees:
    - a. Recreation League Program and Registration Committees.
    - b. Publicity Committee.
- O. Duties of the Fundraising Director:
  - 1. Administrative Coordination Duties:
    - a. Represents the Tournament on appropriate TRSA Committees:
      - 1. Budget Committee.
      - 2. Publicity Committee.

3. Fundraising Committee.

2. Operational Duties:

- a. Keeps appropriate records for fundraising.

P. Duties of Site Coordinators:

1. Works with the local site authorities, organizations and people to setup and operate the sites:

- a. Helps to determine field layouts as necessary.  
b. Helps to schedule fields as necessary.  
c. Makes sure that the sites are kept in repair and ready for use.

2. Special duties:

- a. Member of the Recreation League Program and Recreation League Registration Committees.  
b. Works with the Referee and Playing Rules Director in scheduling traveling playing fields at their sites.

3. Has responsibility for the operation of TRSA Programs at the site.

3.3 Duties of the TRSA Administrative Assistant:

- A. The Duties of the TRSA Administrative Assistance shall be as assigned by the Board of Directors or the President of TRSA and shall be in the form of a contract on a fiscal year basis.

**ARTICLE IV: TERMS OF OFFICE**

4.1 The Executive Committee (President, Vice President – Travel, Vice President - Recreation, Secretary, Treasurer and Risk Management) shall serve for two (2) year terms or until their successors are elected:

- A. Their term of office shall begin at the conclusion of the meeting of their election.

B. Terms:

1. The following Executive Committee members will be elected in odd numbered

fiscal years:

a. Vice President – Travel.

b. Treasurer.

c. Secretary.

2. The following Executive Committee members will be elected in even numbered fiscal years:

a. President.

b. Vice President – Recreation.

c. Risk Management.

4.2 All other Directors will be elected for two (2) year terms.

A. Their term of office shall begin at the conclusion of the meeting of their election.

B. Terms:

1. The following Directors will be elected in odd numbered fiscal years:

a. Purchasing.

b. Communication.

c. Deputy Travel.

d. Fundraising.

e. 4v4.

f. Recreation U6.

g. Recreation U10.

h. Elk River Sites.

i. Rogers Sites.

2. The following Directors will be elected in even numbered years:

- a. Coach and Player Development – Travel.
- b. Indoor Programs.
- c. Referee and Playing Rules.
- d. Recreation U8
- e. Recreation U12
- f. Otsego Site.
- g. YAC Site.
- h. Zimmerman Site.

4.3 Election:

- A. Election of all directors will be by majority vote of the members of TRSA present at the Annual Meeting.
- B. Nominees for President, Vice President – Travel and Vice President – Recreation must have served on the board at least one (1) year immediately prior to their election.

4.4 Directors can be replaced during their term of office:

- A. Reasons for replacement are:
  - 1. Resignation of the Board Member.
  - 2. Removal of the Board Member by the remainder of the Board due to their inability or unwillingness to perform their specified duties.
- B. Before action to replace a Board Member is taken:
  - 1. A selected Board Member (normally the President) will specify in writing to the affected Board Member what the problems are, and what solutions the Board would like to see them take to solve the problem.
  - 2. The affected Board Member will be given a chance to meet with the remainder of the Board to justify their position.
  - 3. At the conclusion of the meeting, the remainder of the Board will render a written decision on what remedial actions they now expect from the affected Board Member.

- Board
4. The affected Board Member will be given a reasonable time to follow the decision:
    - a. A time line with specific required actions will be given in written form.
    - b. A selected Board Member (normally the President) will monitor the actions of the affected Board Member for compliance to the Board decision.
  5. If compliance occurs the matter is concluded and considered closed.
  6. If it is determined that compliance has not occurred, the remaining Members of the Board of Directors of TRSA will vote on the removal of the affected Board Member at the next regularly scheduled Board meeting.
    - a. If the vote is to remove the affected Board Member, the normal replacement procedure will be used to select a person as an interim Board Member.
    - b. If the vote is to not remove the affected Board Member, the matter is concluded and considered closed.
- C. The replacement procedure for Board Members who either resign or are removed during their term of office are as follows:
1. Board Members will submit names to make a list of possible candidates for the position.
  2. A completed list of candidates will be presented to the Board of Directors at the meeting prior to the election of the interim Board Member.
  3. At the next regularly scheduled board meeting the Board of Directors will select the new interim Board Member from the list of candidates:
    - a. The selection may be made by written ballot or oral vote.

## **ARTICLE V: MEETINGS**

- 5.1 An Annual Meeting shall be held in the month of August for the purpose of election of Directors and for any other Corporation business that may arise:
- A. The time and location of the Annual Meeting shall be advertised to the members at least two (2) weeks prior to the meeting.

- B. The Annual Meeting must have a quorum of the Board of Directors in order to hold elections.
- C. Voting:
  - 1. There is one (1) vote per Board Member.
  - 2. General members:
    - a. A player vote is when a player is eighteen (18) years of age or older or one (1) adult of the player with a maximum of two (2) votes per family.
    - b. A coach has to be a registered TRSA coach for the coach's vote.

5.2 The Board of Directors will hold regularly scheduled meetings throughout the year.

- A. The time, date and location of regular Board meetings will be established and published by the Board President.
- B. A written agenda for these meeting will be sent to all Directors prior to the meeting.
- C. At the meeting all reports to the Board from Directors, Chairpersons and Committees will be in written form, when possible.
- D. Proposals can be voted on and decided at the same meeting at which they are presented.
- E. A simple majority of those Board members present and entitled to vote shall  
be considered as an act of the Board.
- F. Special Board meetings are normally called by the President of the Board, but in emergency situations, any member of the Board in writing can call them.
  - 1. The purpose(s) for the meeting must be stated.
  - 2. All efforts must be made to insure every Board member is informed of the meeting, and is scheduled so that there will be maximum Board participation.
- G. Board members are required to attend a minimum of eight (8) regular meetings during a calendar year.
- H. All Board meetings will be open to the public, but discussion by members of the public shall be at the discretion of the President.

5.3 Committee meetings will be called and conducted by Committee Chairpersons:

- A. The purpose(s) for the meeting will be stated.
- B. All efforts will be made to insure every Committee member is informed of the meeting, and is scheduled so that there will be maximum Committee participation.
- C. The Committee Chairperson will keep written records of the meeting:
  - 1. The records can be minutes, summary, or log form.
  - 2. The meeting record will be available to the TRSA Board as required, needed and/or requested.

**ARTICLE VI: STANDING COMMITTEES AND OPERATING PROCEDURES.**

6.1 The Board of Directors will establish TRSA Standing Committees whose primary function is to operate TRSA Programs on a daily basis:

- A. The purpose and make-up of each Committee will be determined by the Board of Directors.
- B. Each Committee will determine its own method of operation.

6.2 Standing Committees of TRSA:

A. Committees of the Board as a Whole:

- 1. Audit Committee.
- 2. Budget Committee.
- 3. Committee on Coaching.
- 4. Fund Raising Committee.
- 5. Publicity Committee.
- 6. Scholarship Committee.

B. Committees for Specific Programs:

- 1. Adult League Committee.
- 2. Fall Travel Committee.

3. Recreation League Committees:
  - a. Recreation League Registration Committee.
  - b. Recreation League Program Committee.
  - c. Recreation League Clinic and Camps Committee.
4. Indoor Program Committee.
5. Travel Program Committees:
  - a. Travel Program Operation Committee.
  - b. Travel Program Registration Committee.
  - c. Travel Teams Coach Committee.
  - d. Rules Committee.
  - e. Travel Sponsorship Committee.

6.3 The TRSA Standing Committees involved with specific TRSA Programs will develop and publish the Operational Procedures for that Program.

6.4 Committee decisions are considered binding unless overturned by a simple majority vote of the Board in attendance at meeting of the Board of Directors of TRSA.

6.5 The Board of Directors may adopt decisions of the committees, adopt other policies or take actions as necessary to carry out the activities of the Corporation.

A. The Secretary will maintain records of all actions of the Board of Directors, all amendments and maintain records of all policies governing operation of the Corporation.

## **ARTICLE VII: FISCAL YEAR**

7.1 The fiscal year of the Corporation shall be from August 1 to July 31.

## **ARTICLE VIII: OFFICIAL PAPER**

8.1 The Board of Directors shall designate an official newspaper each year at the Annual meeting for notice of corporation business.

**ARTICLE IX: RULES OF PROCEDURE**

- 9.1 Robert's Rules of Order shall be the authority on all questions of procedure.
- 9.2 A quorum shall consist of 50% of the voting members of the Board of Directors.

**ARTICLE X: AMENDING THE BYLAWS**

- 10.1 Changes in the Bylaws of TRSA shall require a two thirds (2/3) affirmative vote of a quorum of the voting members of the Board of Directors.
- 10.2 Proposed changes to the Bylaws of TRSA must be published at a Board meeting prior to the Board meeting at which the change vote is to take place.
- 10.3 By-law changes go into effect immediately upon an affirmative Board vote.

**ARTICLE XI: COMPLETE UPDATE**

- 11.1 This document is a complete update to the Bylaws of TRSA which existed prior to the ratification date.
- 11.2 Any act done prior to the effective date of these bylaws as written herein is not affected by its enactment.